

## School Emergency Drills Documentation Form

Type of Drill:

X Fire Drill (5 required)(3 by 12/1)  
\_\_\_\_\_ Tornado Drill (2 required – 1 in March)  
\_\_\_\_\_ Shelter in Place (2 required)  
\_\_\_\_\_ Lock Down (2 required 1 prior to Dec 1)

Time of Drill:

X Standard  
\_\_\_\_\_ Class Change  
\_\_\_\_\_ Recess  
\_\_\_\_\_ Lunch

Name of Reporting School: Rockford High School

Date of Drill: 9/30/15 Time Drill was held: \_\_\_\_\_ (a.m./p.m.)

Exact time required to evacuate/shelter/secure: 7 minutes

Total Participants: 2,000 Remarks: \_\_\_\_\_

This report is for Emergency Drill

Fire# 2 out of 5 for school year 2014/2015

Tornado# \_\_\_\_\_ out of 2 for school year 20\_\_\_\_/20\_\_\_\_

Shelter IP# \_\_\_\_\_ out of 2 for school year 20\_\_\_\_/20\_\_\_\_

Lockdown# \_\_\_\_\_ out of 2 for school year 20\_\_\_\_/20\_\_\_\_

Name of person conducting drill: Scott Beckman

Title of person conducting drill: Director of Security

Signature of person conducting drill: \_\_\_\_\_

Fire (fire chief or designee) present

Name and Title: Kyle Svoboda (Fire Inspector)

**MUST RETURN TO SECURITY OFFICE WITHIN 24 HOURS OF DRILL  
FAX NUMBER 866-7112**